



**Town of Arlington, Massachusetts**  
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## Meeting Minutes 08/21/2006

Arlington Arts Council  
Minutes of August 21, 2006  
Robbins Memorial library  
Arlington, MA

Present: Elinore Kagan, Karen Dillon, Tom Formicola, Michele Meagher, Jean Yoder, Sharon Shaloo and Roz Cummins  
Absent: Betsy Campbell Visiting: Emmanuella Maurice

Tom Formicola called the meeting to order at 7:34 p.m.

Changing the day we meet:  
The council briefly revisited changing the day we meet from Monday to another day of the week. It is a viable option that we can re-visit if needed.

### ITEM 1: RFPs (Request for Payment)

1) 2006-06-\$ 525.00 Community Intervention Program  
Upon review of the paperwork we noticed a problem in the documentation. We need a receipt for the instructor (who led the workshop) salary. Elinore will contact Tenille Waldo and let her know. We could not approve RFP at this time.

Council members went over the grant recipient list to determine who has not yet filed for reimbursement. Council member will contact the recipient they are mentoring and find out why the paperwork has not been filed yet.

We are still waiting for the detailed spreadsheet accounting for all of the 2006 grant recipients!

### ITEM 2: July Meeting Minutes

Council members reviewed the July meeting minutes. One change to be made is the October meeting date. Karen will change it and submit the corrected minutes to the town webmaster for posting. Michele moved to approve the minutes once corrected, Tom seconded and all approved.

### ITEM 3: Town Day

The council went over the job breakdown/supplies template that Amy created last year and divvied up responsibilities for this year's event. An electronic updated version of the template was mailed to council member

the week of August 21st.

Karen will contact Mary Babic to get an electronic version of the grant advertisement and re-work it. Tom will then Xerox and bring to the event.

We decided to continue with the chalk drawing and in addition Karen will give out Art hunt brochures, certificates of completion and wrist bands to chalk drawing participants that are children.

#### ITEM 4: Publicity of Grant Availability

Roz has generously agreed to provide the publicity we need during the grant cycle. She is in the process of writing a column for the Advocate about "What is means to be a council member" and needs each member to email her their thoughts on that subject.

Sharon emphasized the importance of continual contact and suggested putting together an email list or electronic newsletter. The council liked the idea of an electronic newsletter and wants to explore that further.

Tom will send an email out to former applicants reminding them that the new grant season is about to begin.

Karen circulated a brochure that the Diversity Task Force put together and is made available on the information table of the Robbins Library. It would be a great idea for us to come up with something similar.

We talked about the old banner/sign we use at Town day and other Council events. We are going to explore getting a new updated one for the upcoming events.

The following dates have been scheduled and confirmed for the new grant cycle of 2007:

**GUIDELINE MEETINGS:** A time for potential grant applicants to present questions, ideas and ask for mentorship.

ROBBINS Library -4th floor upstairs conference room

Tuesday, September 26th from 6:30-8:30 pm - Sharon, Michele and Tom will mentor Saturday, September 30th from 1:00-3:00 pm-Karen, Roz and Elinore will mentor.

**PRESENTATION Meetings:** A forum for grant applicants to give a brief visual or oral presentation of their ideas and answer any questions about their project. Attendance is strongly advised for all grant applicants.

Community Safety Building-2nd floor conference room Wed, November 1 from 7:00-9:00 pm Thursday, November 2nd from 7:00pm to 9:00 pm

**DELIBERATION MEETING:** a private meeting for council members to deliberate the applicants and decide on the applicants we cannot grant to this year and determine how they can distribute funds. Sunday, November 5th 10:00-1:00pm

The meeting adjourned at 8:40 p.m.

Respectfully submitted by Karen Dillon

Karen has reserved the conference room in the Robbins Library for the following upcoming meetings :

Monday, October 23rd 7:30-8:45 Upstairs meeting room

Monday November 13th 7:30-8:45 Upstairs meeting room

Please reserve these dates on your calendar.